

Regular Meeting Minutes
LOCATION CHANGE: Zoom Meeting
July 7th, 2021

7:00pm – Regular Meeting

1. Call to Order

At 7:00pm, the regular Town Hall meeting for July 7th, 2021, was called to order by President Kimberly Hughes

2. Moment of Silence/ Pledge of Allegiance

The decision was made to not hold this as this was a Zoom call.

3. Roll Call

Kim Hughes, President – Present; Virginia Weller, Vice President – Present; Tamara Skis, Secretary – Present; Aaron Moore, Treasurer – Present. Deborah Short - Present

In Attendance: Craig Eliassen, Gail Vincent, William Walton, Kim Koukaras, Mike Koukaras

4. Decorum Policy

Tamara Skis read the decorum policy to ensure that all in attendance were reminded of it.

5. Citizen Service Recognition

No Citizens to recognize this month.

6. Approval of Agenda

Motion to accept the agenda with the changes – Virginia Weller. Second – Deborah Short. Voting in favor of the motion: Virginia Weller, Deborah Short, Kimberly Hughes, Aaron Moore and Tamara Skis. Motion carried by unanimous vote.

7. Reading & Approval of Minutes

Motion to accept June 2021 minutes– Aaron Moore. Second – Virginia Weller. Voting in favor of the motion: Virginia Weller, Deborah Short, Kimberly Hughes, Aaron Moore and Tamara Skis. Motion carried by unanimous vote.

8. Treasurer's Report

Reviewed the July's Treasurer's report. Motion to accept the April Treasurer's Report – Aaron Moore. Second – Tamara Skis. Voting in favor of the motion: Virginia Weller, Deborah Short, Kimberly Hughes, Aaron Moore and Tamara Skis. Motion carried by unanimous vote.

9. Police Chief's Report

President Hughes read the police report. Motion to accept the submitted police report – Aaron Moore. Second – Deborah Short. Voting in favor of the motion: Virginia Weller, Deborah Short, Kimberly Hughes, Aaron Moore and Tamara Skis. Motion carried by unanimous vote.

10. Old Business

- 10.1 Ingram Village – The entrance off Old State Road had the majority of the construction completed. The permanent striping was completed. DelDOT still had to perform their inspections prior to "releasing" the permits that were requested to be held. Kim Hughes advised that she was going to be meeting with someone regarding the street lights to ensure that the lighting meets the site plan. Tamara Skis advised that she has seen the maintenance staff mowing of the public areas in Ingram Village and asked if the Town was charging the owner's for that work. Kim Hughes advised

that they haven't been charged for that work, but will start receiving bills for that work. Kim Hughes also advised that the owner's offer \$2,000 for the Town to purchase their own trees that are required in the site plan. Kim Hughes also advised that the pond had been identified as a source of concern and that the owner's of Ingram Village will have to get that under control prior to it being turned over to the Town. Tamara Skis asked what is the annual cost of upkeep of the pond. Kim Hughes advised that she was waiting for a response on that.

10.2 Comprehensive Plan Review Update – Received the plan back from PLUS. Kim Hughes advised that much of the information that had been asked to previously remove has now been requested to put back into the plan. Kim Hughes advised that she was waiting for the formal comments in letter form, but had received some communication about some things to update. Aaron Moore advised that the Town does have to turn our Comprehensive Plan into Milford for comment, as well as Sussex County. Tamara Skis asked why this is a requirement for us if our neighboring towns do not have to reciprocate. Kim Hughes advised it was because Milford is the closest large town. Tamara Skis asked if the Town is required to incorporate the feedback, or can they review and justify why they didn't incorporate those changes. Deborah Short pointed out that Milford is in two counties, which complicates the situation. Tamara Skis also asked that when Kim Hughes sent out followup emails about the topic that there was clarification regarding the source of the requirements.

10.3 Committee Updates – Kim Hughes advised that there has been some interest from vendors and other community advocates in Family Fun Day activities, but expressed her concern about the lack of planning time for that kind of event. She mentioned possibly doing some backpack giveaway event. Motion to allow Kim Hughes to start the process of coordinating and organizing some type of backpack giveaway with an update at the next company meeting. Aaron Moore asked for two amendments, the first being that to change "Kim" to "Council" and the second to change from "company meeting" to "council meeting." Motion to include council start the organization process for a backpack giveaway and will discuss the next town meeting - Tamara Skis. Second - Deborah Short. Voting in favor of the motion: Virginia Weller, Deborah Short, Kimberly Hughes, Aaron Moore and Tamara Skis. Motion carried by unanimous vote.

Sunshine Committee requested permission to host a movie in the park before school starts. Motion that the Sunshine Committee be asked to assist with the festivities for the back to school event in whatever capacity they are able to assist - Aaron Moore. Second - Virginia Weller. Voting in favor of the motion: Virginia Weller, Deborah Short, Kimberly Hughes, Aaron Moore and Tamara Skis. Motion carried by unanimous vote.

10.4 Charter Change Project – The Town has been tabling the charter change project. Craig Eliassen gave a quick overview of what the timeline would look like. Craig suggested to take the charter in small chunks for small public hearings before Town Hall Meetings. Motion to hold public hearings at 6:30pm ahead of Town Hall Meetings to do Charter Change Review - Aaron Moore. Second - Virginia Weller. Voting in favor of the motion: Virginia Weller, Deborah Short, Kimberly Hughes, Aaron Moore and Tamara Skis. Motion carried by unanimous vote.

10.5 Insight Homes Proposed Building Plans – Insight Homes has two directions they are trying to develop Ingram Village. One is townhomes and the other are single family dwellings. Aaron Moore and Kim Hughes have been meeting with representatives about both. Those who are doing the townhomes were waiting for DelDOT to release the permits. Aaron Moore did advise that they would need to go to the Planning Commission for site plan approval. Tamara Skis asked for written communication for when DelDOT lifts the permit moratorium.

- 10.6 Annexation – Aaron Moore provided the developers of Forest Landing a black copy of the annexation agreement. Aaron Moore advised that Forest Landing may propose an alternative to having to pay park impact fees. Aaron Moore also provided Newdale Acres with a copy of the annexation agreement for them to consider coming into the Town.
- 10.7 Zoning Ordinance Update – Aaron Moore advised that the Town also needed to take on the Zoning Ordinance and update the documentation. He suggested that since the Town was already taking on the Charter Change, that Council may ask the Planning Commission to make a first pass at the update and make recommendations to the Council. Tamara Skis agreed with the idea. Craig Eliassen advised that the Zoning Ordinance is a big project and suggested that the Town partner with University of Delaware to do the update. Aaron Moore advised that if the Council were to send it to the Planning Commission, he would still like to be involved as he has personally added 22 new pages to the document in the last year. Motion to ask the Planning Commission to review the zoning ordinance with Aaron as the council liaison and project chair - Tamara Skis. Second - Virginia Weller. Voting in favor of the motion: Virginia Weller, Deborah Short, Kimberly Hughes, Aaron Moore and Tamara Skis. Motion carried by unanimous vote.
- 10.8 2021 Road Projects Update – The road project was delayed because of lack of availability to black top and Jerry's Pavement was unable to provide a timeline. Kim Hughes was waiting to hear something back from Jerry's.
- 10.9 Website Management Update – Kim Hughes has reached out to the administrators and had everyone added to the website management. Everyone received an email to get the access. All Council members advised they had received the email.
- 10.10 18238 Beach Highway Drainage and Water Quality Update – Tamara Skis discussed the change of lights on the property, where they have been brought into the property. She advised as if it appeared to be commercial lighting and questioned whether or not it had been sanctioned via site plan. Kim Hughes advised that while she had someone from Delmarva Power reviewing the lights in Ingram Village, she would also have them review the property. Aaron advised that there are several sections in the Zoning Ordinance that reference lighting, but not a general lighting ordinance. Tamara Skis advised that she was concerned that there seems to be a lot of activity on the property and the Town hasn't seen anything related to it.
- 10.11 Sussex County Sewer Capacity - Kim Hughes met with representatives from the Sussex County Sewer to discuss their capacity for the developments that the Town is targeting for annexation. Sussex County advised that they had the capacity to handle the developments. Kim Hughes advised that there was the option to partner with them such that any new developments in the Greater Ellendale Area would have to annex into the Town to be put on the Sewer. Motion that the Town look into partnering with the county to work with them to require annexation for anyone wanting to connect to the sewer and water service in the surrounding areas pending the charter either change or clarification. - Aaron Moore. Second - Virginia Weller. Voting in favor of the motion: Virginia Weller, Deborah Short, Kimberly Hughes, Aaron Moore and Tamara Skis. Motion carried by unanimous vote.
- 10.12 Park and Playground Equipment - Aaron Moore advised that the Town received the majority of the funds for the playground. Representative Green advised that the Town could resubmit for additional grants for the rest of the funds. Aaron Moore advised that he would be submitting the request. Motion to allow Aaron Moore to submit the bid for the remaining four thousand dollars. -